



MISSOURI DEPARTMENT OF MENTAL HEALTH

DORN SCHUFFMAN, DEPARTMENT DIRECTOR



DEPARTMENT
OPERATING
REGULATION
NUMBER

DOR
6.115

CHAPTER Human Resources	SUBCHAPTER Personnel Administration	EFFECTIVE DATE 10/1/2003	NUMBER OF PAGES 3	PAGE NUMBER 1 of 3
SUBJECT Policy on Pay Distribution and Adjustment		AUTHORITY Section 630.050. RSMo.	HISTORY See Below	
PERSON RESPONSIBLE Deputy Director, Human Resources			SUNSET DATE 7/1/2007	

PURPOSE: Prescribes procedures for distribution of the payroll to employees.

APPLICATION: Applies to all facilities and the central office of the department.

Direct Deposit Participation Requirement

(1) All new employees hired after July 1, 1998, are required to participate in the state Direct Deposit program. Employees are allowed to select the financial institution that will receive the direct deposit. Appointing Authorities may temporarily or permanently waive application of this section for individuals or classes of individuals for whom compliance imposes a hardship. A hardship may be deemed to exist in the following circumstances:

(A) The existence of a state or national emergency or natural disaster that would preclude the origination or receipt of an electronic deposit;

(B) A physical or mental disability, as documented by a health care professional, that would impede the employee's ability to gain access to electronically deposited funds;

(C) Certification by the employee that religious convictions preclude the use of direct deposit;

(D) Remoteness of the employee's primary residence to both a financial institution and a cash access device owned by the financial institution;

(E) A written statement from the employee's financial institution confirming the financial institution's inability to accept an electronic deposit or withdrawal;

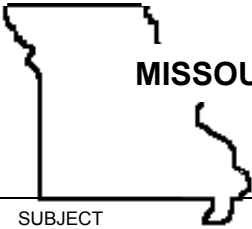
(F) A financial institution's refusal to establish an account for an employee; or,

(G) Other extraordinary and unusual situations, consistent with the above listed circumstances as determined by the Appointing Authority.

(2) Employees hired after July 1, 1998, on a short-term temporary basis (e.g., summer workers) or whose work schedules are intermittent (e.g., prn staff) are not required to participate in Payroll Direct Deposit; however, they may be permitted to participate.

Direct Deposit Processing

(3) Employees must complete a Payroll Direct Deposit application form to participate. The completed application authorizes the Office of Administration to deposit (credit) the employee's net pay into a designated checking or savings account. It also authorizes an employee's account to be debited only when an error has occurred resulting in an overpayment to the employee.



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(4) Facilities must forward Payroll Direct Deposit application forms to the department's central office accounting section by the first workday of the pay period. Payroll Direct Deposit of the employee's net pay will begin the second pay period following the acceptance of a properly completed application form and the successful processing of a test transaction through the banking system.

Pay Adjustment Processing

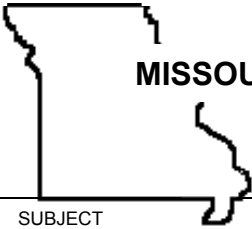
(5) Manual payroll checks and cancellations can only be processed in the SAMII HR system during the supplemental cycles. The dates and these cycles are at the discretion of the Office of Administration. Please call the Central Office staff to find out when they are scheduled.

(6) When it is discovered that an employee will be overpaid, the pay will be adjusted on the employee's next regular paycheck as long as the employee has sufficient earnings or compensatory balances to cover the overpayment amount. If the employee does not have sufficient balances or earnings to cover the amount of the overpayment, the paycheck should be cancelled and reissued for the correct amount on the next available supplemental payroll cycle. In the case of a large overpayment where it would be considered a hardship to the employee to repay the money back in a lump sum, a deduction can be established through the Office of Administration to take a portion of the money back over a set number of pay cycles. Approval for this is to be decided on a case by case basis by the facility appointing authority and must also be approved by the office of Administration.

(6) When it is discovered prior to payday that an employee will be overpaid by less than \$400, whether the employee is on direct deposit or receives a check, the pay will be adjusted on the employee's next payday. If the employee will not receive a paycheck after the one in error, due to termination or intermittent work schedules, the pay will be canceled and re-issued for the proper amount.

(7) When it is discovered that an employee will be underpaid, an adjustment will be made on the employee's next regular paycheck. A manual check will only be produced in the case where the underpayment would cause the employee an extreme financial hardship. No manual checks will be issued for compensatory or annual leave payoffs. The Office of Administration has final approval for all manual checks that are issued.

(8) The Office of Human Resources, in conjunction with the Department's Office of Administration will prepare an annual report to determine the participation rate in the direct deposit program among department facilities. The data will be circulated to each division and facility director's office to compare participation. Data will be reviewed to determine participation differences and any issues identified with the assistance of the State's Office of Administration as needed.



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History: Original DOR effective March 1, 1993. Amendment effective July 1, 1996. Amendment effective August 1, 1998. Amendment effective July 1, 2002. On July 1, 2003 the sunset date was extended to July 1, 2004. Amendment effective October 1, 2003.